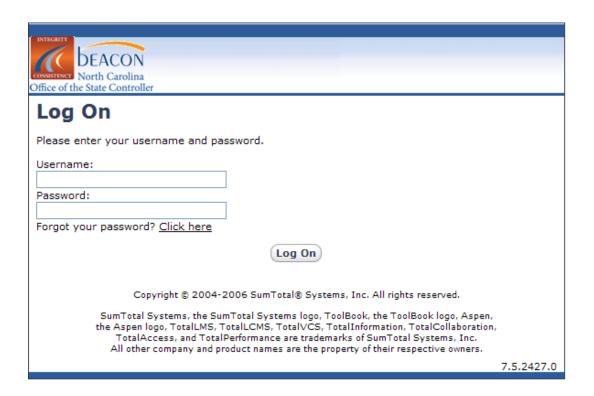
LMS User's Guide

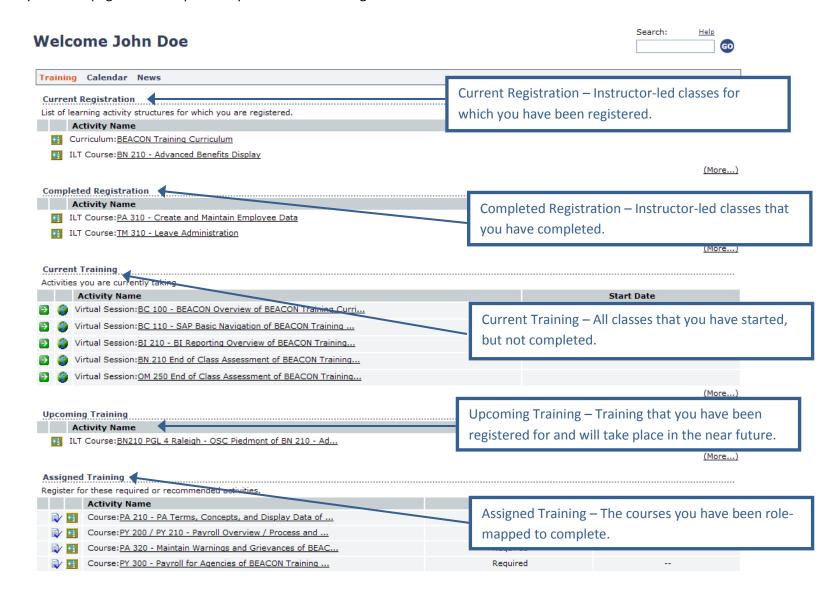
The BEACON LMS (Learning Management System) is the system used to store information pertaining to web-based classes, instructor-led training schedules, training histories, location facilities, instructors, and other training-related data.

1. Logging In – Go to http://rod.sumtotalsystems.com/beacon/lang-default/SYS_login.asp or click on the "Core Users" tab

On the left side of the training web page at BEACON University. Your username is your full email address and your initial password is "password". You will be prompted to change your password the first time you log into the system.



2. The User Home Page – Once you have successfully logged into the system and changed your password (if applicable), you will see your homepage with a snapshot of your BEACON training activities.

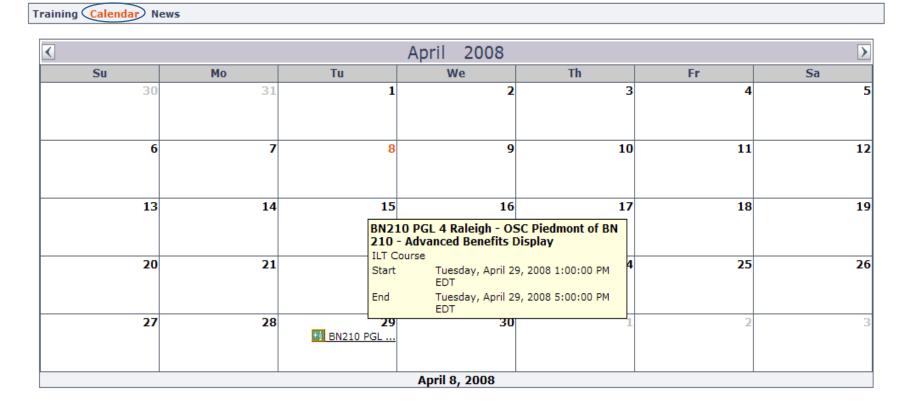


3. Calendar View – You can also view your upcoming and completed training in the calendar view. Hover your mouse over the class link and a yellow box will appear with more information.

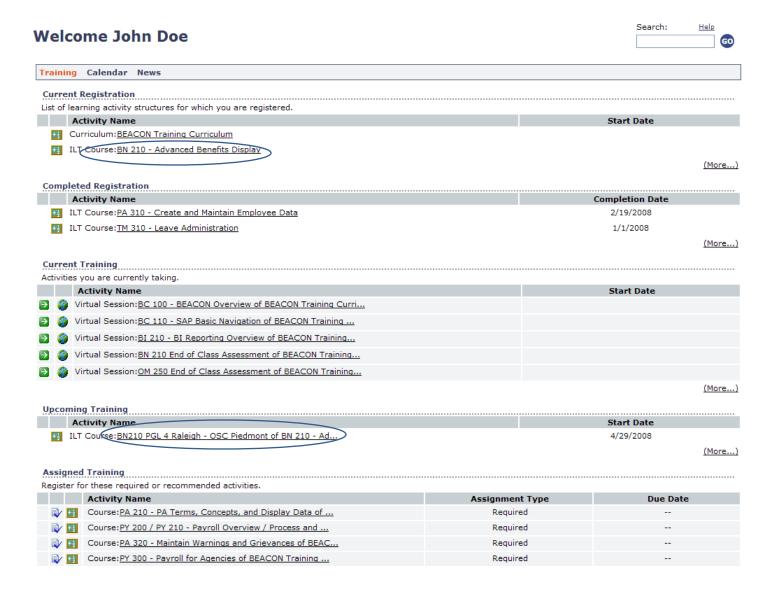
Tuesday, April U8, 2008 11:51:08 AM EDT John Doe

Welcome John Doe

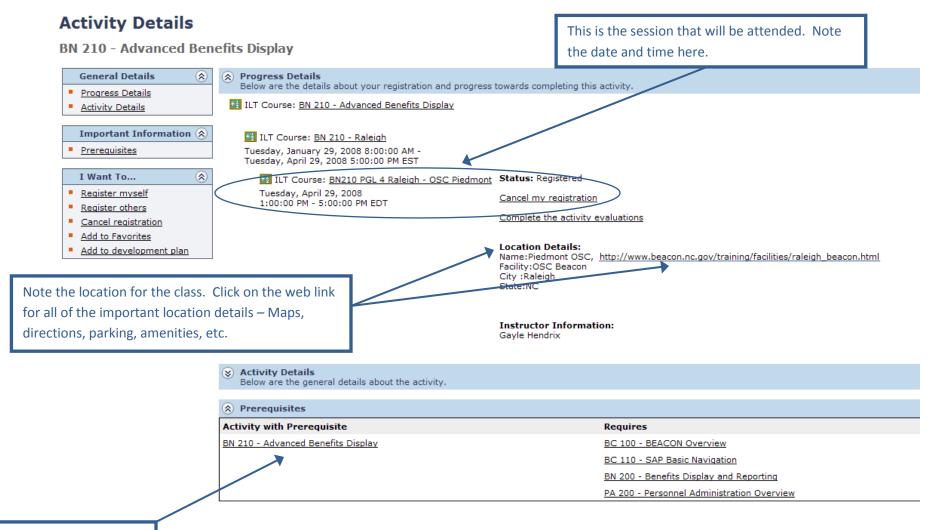




4. View activity details: From your LMS homepage, click on an activity under "Current Registrations" or "Upcoming Training" to view the class's details. You can also click on the activity while in calendar view.

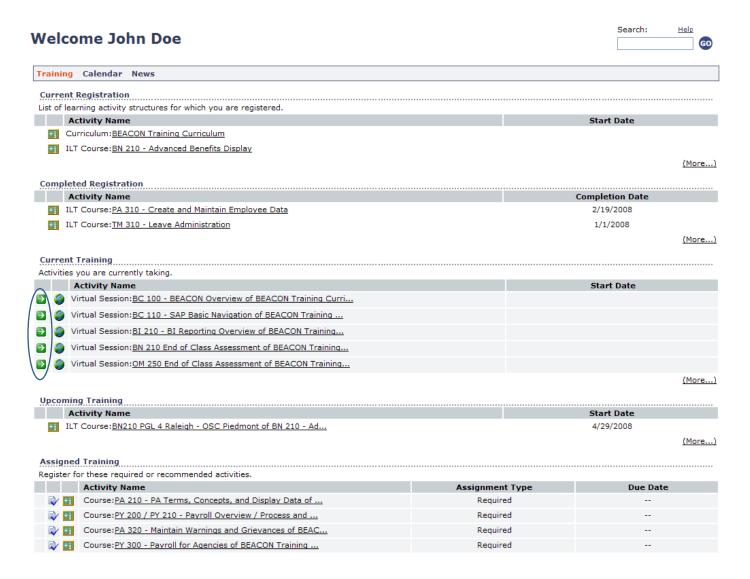


Locate the session you are registered for, always the lowest level of the activity structure.

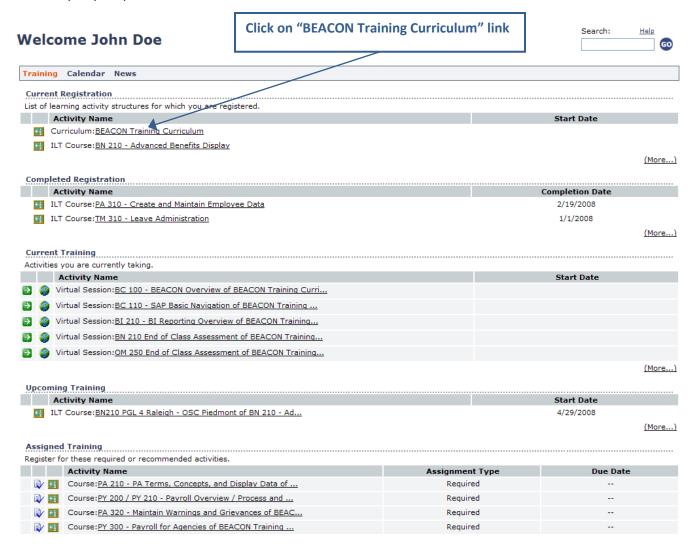


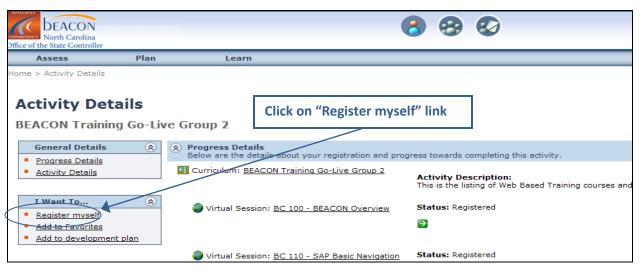
Here are the course prerequisites.

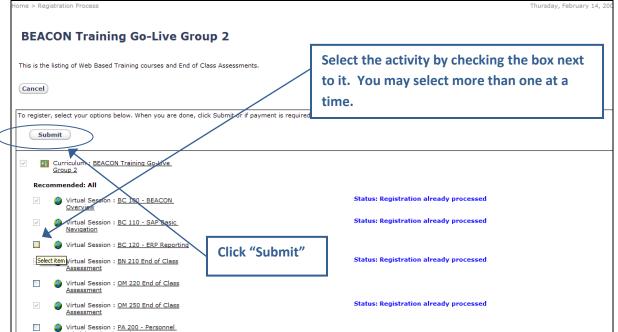
5. Launch a web-based activity – Click on the green arrow next to the web-based activity you wish to launch. IMPORTANT: In order to see the web-based activity, make sure your pop-up blocker is DISABLED. Contact your agency's helpdesk if you need assistance with your pop-up blocker.



6. Register yourself for a web-based activity – All instructor-led classes require web-based training classes. If you find that you have not completed a web-based prerequisite or simply wish to explore other BEACON training material, follow these instructions to add a web-based activity to your profile.







You may now launch the activity by clicking the green arrow next to it.

Send Comments on this Document to beacon.training@ncosc.net.